



THIRD FLOOR OCCUPANCY

Department of
Community Development
Bureau of Buildings & Zoning

City of Rochester, New York



GENERAL INFORMATION REQUIRED

When applying for a permit you will need:

- Property owner's name, address and phone number
- Applicant's name, address and phone number
- If applicable, contractor and/or plan preparer's name, address and phone number
- Project description, including square footage of habitable floor area
- Workers' Compensation Insurance Certificate or waiver

If contractor is homeowner or individual contractor without Workers' Compensation insurance, a waiver, available in the permit office, may be substituted for certificate

If contractor has employees, a Certificate of Workers' Compensation must be provided, naming the City of Rochester as certificate holder and addressed to:

City of Rochester
Permit Office
Room 121B City Hall
30 Church Street
Rochester, New York 14614

MAPS & DRAWINGS REQUIRED

- For three (3) or more dwelling units, two (2) copies of an Instrument Survey Map for subject property
- Two (2) copies of floor plans, drawn to scale, showing any alterations, room sizes, ceiling heights, stair dimensions and window type, size and locations

FEES

The fee is \$50.00, unless alterations are taking place. If so, the fee is based on the contractor's written cost estimate of the project including labor and materials, or \$10.00 per square foot. The following table indicates the typical permit fees according to the cost estimate:

Cost Estimate	Permit Fee
\$0–2,000	\$50.00
\$2,001–4,000	\$70.00
\$4,001–6,000	\$90.00
\$6,001–8,000	\$110.00
\$8,001–10,000	\$130.00
\$10,001–12,000	\$150.00
\$12,001–14,000	\$170.00
\$14,001–16,000	\$190.00
\$16,001–18,000	\$210.00
\$18,001–20,000	\$230.00

If cost estimate is greater than \$20,000, please call 428-6561 for permit fee and other possible requirements. written estimate. A Certificate of Occupancy fee is also required; minimum fee is \$40.00.

MINIMUM REQUIRED INSPECTIONS

- If new walls are proposed: Framing, insulation and final inspections are required
- If space is already "finished", an inspection will be required and set at time of permit issuance
- 24 hour advanced notice is required. Call 428-6578 to schedule appointment

OWNER/APPLICANT RESPONSIBILITIES

- Ensure that a permit is obtained. Permits can be obtained in room 121B of City Hall.
- Ensure all inspections are performed as above
- Ensure that work is performed as per plans submitted with application
- Ensure that no damage or encroachment occurs to adjacent property during construction

Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall. The office is open from 9:00 am - 4:45 pm.

The information in this brochure is a general overview. Certain applications may require more in-depth analysis.

USEFUL INFORMATION

- A hard wired smoke and fire detection system is required
- A sprinkler system may be required throughout the entire structure
- Call 428-6561 with any questions regarding construction details during the planning stages
- A variance may be required for third floor expansions. Call 428- 7043 to determine if the expansion is permitted
- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness from the Preservation Board will be required for any exterior alterations. Call 428-7043 for more information
- Call 428-7043 with any questions during the planning stages
- The City's TTY number is 647-1598